

The Town of Upper Marlboro

RESOLUTION: 2021-10

SESSION: Regular Town Meeting

DATED: May 11, 2021

A RESOLUTION FOR THE PURPOSE OF ADOPTING AN EMPLOYEE HANDBOOK AS A POLICY GUIDE FOR ALL OFFICERS AND EMPLOYEES OF THE TOWN OF UPPER MARLBORO (THE "TOWN")

WHEREAS: pursuant to Section 82-59 of the Charter of the Town of Upper Marlboro, the Town has the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Town Charter or State law and to operate the Town government; and

WHEREAS: the Town Commissioners find that it is in the best interest of the Town to adopt and publish an Employee Handbook that has been prepared to provide the Town's officers and employees with a general understanding of Town personnel policies, work rules and benefits; and

WHEREAS: said Handbook should not be construed as an employment contract or agreement for employment and said Handbook should not be considered to alter or otherwise modify the at-will employment relationship established by State law.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 11th day of May, 2021, *The Town of Upper Marlboro Employee Handbook, 2021 Version* is hereby adopted by reference, as though set out herein word by word, as a general policy guide for all employees and officers of The Town of Upper Marlboro, and be it

FURTHER RESOLVED, that said Employee Handbook may be amended from time to time by the Board of Commissioners by a simple resolution or duly adopted motion read into the Journal and approved by the Town Commissioners provided that such amendments shall be set forth in writing and made part of an official master copy of said Employee Handbook maintained by the Town Clerk and kept on file in Town Hall as a public record available for inspection and reproduction pursuant to State law, and be it

FURTHER RESOLVED, that all officers and employees of the Town shall receive a copy of said Employee Handbook as certified by an appropriate entry made into each personnel record and shall receive copies of the original and any amendments thereto as they are adopted and published from time to time, however, failure to receive said copies or notice of said Handbook or any amendments thereto shall not relieve or otherwise absolve an employee of his nor her duties and responsibilities as stated in said Handbook, as amended, and be it

FURTHER RESOLVED, that all prior resolutions or parts of resolutions in conflict with this Resolution shall be considered repealed insofar as they conflict hereto.

ATTEST:

THE TOWN OF UPPER MARLBORO


Clerk


Linda Pennoyer, President

Date: May 11, 2021


Sarah Franklin, Commissioner


Janice Duckett, Commissioner

[Exhibit A – The Town of Upper Marlboro Employee Handbook, 2021 Version]

CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 11th day of May, 2021.




M. David Williams, Town Clerk